



TULE RIVER INDIAN TRIBE OF CALIFORNIA

340 N. Reservation Rd. Porterville, CA 93257

JOB DESCRIPTION

TITLE: Educational Outreach Coordinator

WORKSITE: Tule River Study Center
Porterville, CA. 93257

GENERAL POSITION DESCRIPTION

Educational Outreach Coordinator will work under the direct supervision of the Education Director/ Assistant Education Director. Major activities include but are not limited to:

Will work directly with local schools and tribal affiliated students, regarding any academic needs. Will attend IEP meeting at the request of the parent. Outreach coordinator will tutor students at Education Department, school, or home depending on students need. Maintain daily contact with Education Department facilities/families if applicable, regarding any special/academic needs for the students being assisted.

DUTIES & RESPONSIBILITIES:

1. Must work with all Tribal programs and other appropriate agencies for assistance with problems relating to or affecting academic success and student absences.
2. Represent the Reservation on various board and committees.
3. Conduct outreach activities with children and families who academic achievement and attendance is affected by alcohol and substance abuse.
4. Counsels pupils when adjustment and academic problems arise.
5. Discusses pupils' academic and behavioral attitudes and achievements with parents.
6. Maintain documents of activities and prepare written monthly and other required reports.
7. Oversee evaluation, development and selection of materials and instruction programs for use in the Center and area schools, working with the Education Director and Lead Tutor and Instructional Assistance.
8. Other duties as assigned.

QUALIFICATIONS:

1. Minimum BA/BS degree.
2. 2 year Teaching Experience, preferred
3. California Basic Educational Skills Test (CBEST)
4. Must be able to assist elementary, middle school and high school students with math assignments and other areas as time allows.
5. Must have developed skills to work with youth from K-12th grade.
6. Must be able to maintain contact with students' teachers and parents regarding their students' academic needs.
7. Must be dependable and able to work flexible hours based on students' needs.

8. Must increase knowledge and skills through participation in service training and college course work.
9. Must be able to schedule and enroll students into program.
10. Must keep accurate records of student(s) activities, and follow program guidelines.
11. Must clear background check.
12. Must clear TB skin test.
13. Must pass pre-employment drug and alcohol screen.
14. Must possess a Valid California Diverse License and be insurable through the tribe.
15. Must possess First Aid and CPR certificate.
16. Must be professional, polite, and respectful towards all guests.
17. Excellent interpersonal skills with demonstrated patience, tact and respect.

KNOWLEDGE SKILLS & ABILITIES:

1. Knowledge and skills sufficient to teach all subjects in elementary and secondary levels.
2. Knowledge of implementing individual remedial programs and assessments.
3. Ability to provide academic assistance to Indian students in need of special help.
4. Ability to provide positive encouragement and a pleasant atmosphere to enhance students' achievements.
5. Ability to engage and assist in providing solution regarding academics and/or attendance issues
6. Ability to communicate with staff for the student's best academic interest.

PHYSICAL REQUIREMENTS:

Position requires balancing, bending, crouching, kneeling, reaching, and standing. Exposure to adverse weather conditions and temperature extremes. Exposure to wet and/or slippery surfaces. Frequently must be able to lift up to 10 pounds, normally must be able to lift up to 40 pounds, and occasionally must be able to lift up to 50 pounds. This job will require the use of a vehicle, and an employee must be able to have those repetitive motions and coordination associated with operating a motor vehicle and be able to work in/near active vehicular traffic. This position also requires tasks that require strenuous physical exertion.

This position reports to: Education Support Services Director

Hours: Regular School Hours: Monday- Friday 8:00AM-5:00PM (Varies)

Salary: Pay Range 31: \$16.78-\$21.48/HR
Paid Bi-Weekly/ Overtime Eligible

Supervises: None

Benefits Medical, Dental, Vision, Flexible Spending Plan, PTO & 401K

PREFERENCE IN FILLING VACANCIES IS GIVEN TO QUALIFIED INDIAN CANDIDATES, IN ACCORDANCE WITH THE TULE RIVER INDIAN PREFERENCE ORDINANCE; VETERANS PREFERENCE



TULE RIVER INDIAN TRIBE OF CALIFORNIA

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JOB POSTING

Opening Date: 9/12/2016

Closing Date: 9/26/2016

Position Title: Education Outreach Coordinator

Department: Education

Work Schedule: Monday- Friday 8:00AM-5:00PM

Wage Rate: Pay Range 31: \$16.78-\$21.48/ HR/ Overtime Eligible

If you are interested in this position, please submit the following:

- Completed Application
- Proof of Bachelors Degree
- If claiming Tribal Preference please provide proof of Tribal Identification
- If claiming Veteran's Preference please attach DD214

All requested information must be in the Tribal Administration Human Resources office by 5:00PM on the closing date. *Incomplete applications or failure to submit the requested information will result in the disqualification of your application.*

Submit To:

Human Resources

Tule River Indian Tribe of CA

340 N. Reservation Rd.

Porterville, CA 93257

E-mail: Teresa.Ceballos@tulerivertribe-nsn.gov

IN-HOUSE APPLICANTS MUST SUBMIT AN APPLICATION TO THE HUMAN RESOURCES DEPARTMENT FOR ANY JOB OPENING(S) THEY ARE INTERESTED IN.

